



## Instructions for e-Lobby

The Lobby Electronic Filing Program (e-lobby) is a convenient filing option for Lobbyists and Lobbyist Agents registered with the Bureau of Elections. In addition, the program provides faster and more accurate information to the public. The instructions below will assist you with completing your online filing. These instructions can be used in conjunction with the instructional aids in the application. These instructional aids include:

- **Help Function:** As you go through the program/system/forms, you will find a "Help Button" to provide more information concerning using the application or how to complete the form based on the legal requirements.
- **Mouse-Overs:** Holding or hovering your mouse over long description fields opens an expansion of the field.
- **Instructions on the pages:** Throughout the application, the wording has been carefully designed to assist you in completing the forms.

### Recommended Browsers and JAVA Script Enabled

The following are the recommended browsers for using the application. All users must have JAVA Script enabled on their chosen browser.

1. Internet Explorer 6.x or higher
2. Firefox 1.0.6 or higher
3. Netscape 7.x or higher

### Getting Started

To get started click on the, (e-Lobby) application link from on the Lobby Disclosure Page.

The first page you will see is the Lobby Login page. See illustration and instructions below to complete the form.



\* Indicates required fields

LOGIN FOR LOBBY FINANCE REPORT	
Lobby ID# :	<input type="text"/>
Password :	<input type="password"/> <a href="#">Get/Reset Your Password</a>
Email :	<input type="text"/>
Re-enter Email :	<input type="text"/>

Login

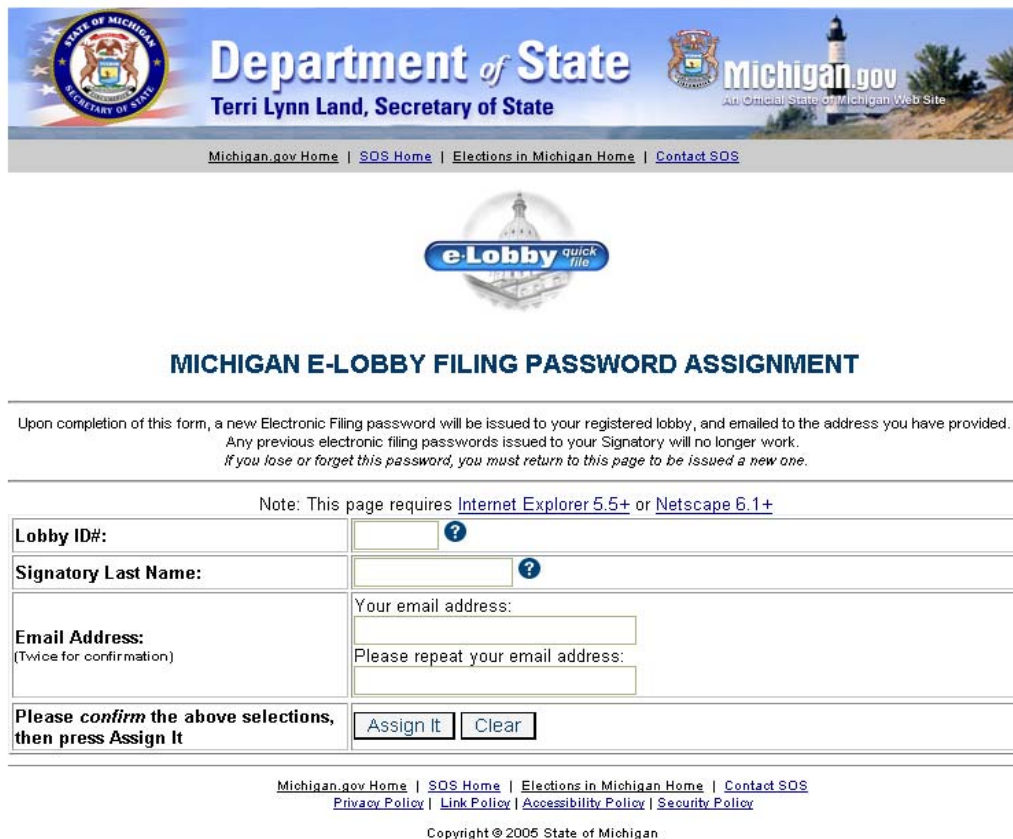
Clear All

Log-in ID#: Enter the Lobbyist or Lobbyist Agent identification number assigned to you by the Bureau of Elections. You do not need to enter the A or the L preceding the identification number, or the dash and the digit following the dash.

If you do not have your identification number, contact the Bureau of Elections at 517-373-2540 for assistance.

1. Password: Enter the password assigned to the registrant exactly as it was provided to you. If you need to request a password, click the “[Get/Reset Your Password](#)” button to the right.

The following page will appear.



The screenshot shows the Michigan Department of State website header with the Secretary of State's name, Terri Lynn Land. Below the header is a navigation bar with links to Michigan.gov Home, SOS Home, Elections in Michigan Home, and Contact SOS. The main content area features the e-Lobby quick file logo and the title "MICHIGAN E-LOBBY FILING PASSWORD ASSIGNMENT". A note states that upon completion, a new Electronic Filing password will be issued and emailed to the provided address. Below this is a form with fields for Lobby ID#, Signatory Last Name, and Email Address (with a confirmation field). There are "Assign It" and "Clear" buttons at the bottom of the form. The footer contains links to Privacy Policy, Link Policy, Accessibility Policy, and Security Policy, along with a copyright notice for 2005 State of Michigan.

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**MICHIGAN E-LOBBY FILING PASSWORD ASSIGNMENT**

Upon completion of this form, a new Electronic Filing password will be issued to your registered lobby, and emailed to the address you have provided.  
Any previous electronic filing passwords issued to your Signatory will no longer work.  
*If you lose or forget this password, you must return to this page to be issued a new one.*

Note: This page requires [Internet Explorer 5.5+](#) or [Netscape 6.1+](#)

Lobby ID#:	<input type="text"/>
Signatory Last Name:	<input type="text"/>
Email Address: (Twice for confirmation)	<div>Your email address: <input type="text"/></div> <div>Please repeat your email address: <input type="text"/></div>
Please confirm the above selections, then press Assign It	<input type="button" value="Assign It"/> <input type="button" value="Clear"/>

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2. Email: Enter the email address where you should receive confirmation of your filing and a copy of the filing submitted to the Bureau of Elections.
3. Re-enter Email: Re-enter the email address. Both Email fields must match exactly for you to continue.
4. Click the “Assign It” button to complete the password request. An email will be sent immediately to the email address provided. Note: You will need to close or minimize the application to access your email and then return to the e-Lobby program.
5. Click the “Login” Button to continue into the e-Lobby program.

If any of the information in the Login page is incorrect, you will be given an opportunity to correct the information. A window will appear that explains the error. You can then correct the information.

## Select the Report to be Filed

After successfully entering the login information, you will proceed to a page to select the type of report to be filed.



The screenshot shows the Michigan Department of State website header with the Secretary of State Terri Lynn Land. Below the header is the eLobby quick file logo. The form contains the following fields and options:

Lobby ID#	002349
Lobby Name	Enter your Lobby Committee ID Here
Lobby Type	Lobbyist
<b>FILE NEW FINANCE REPORT</b>	
Coverage Year	2006 <input type="button" value="v"/>
Report Type	-Select One- <input type="button" value="v"/>
<input type="button" value="Create New Report"/>	
-OR-	
<b>AMEND PREVIOUSLY FILED FINANCE REPORT</b>	
Financial Report	

The Lobby ID#: Displayed for your information and confirmation.

Lobby Name: Displayed for your information and confirmation.

Lobby Type: Displayed for your information and confirmation.

*Abort the session, by closing the browser, and contact the Bureau of Elections at 517-373-2540 if you believe you accessed the incorrect filer information.*

### To file an **new** report:

Coverage Year: Select the year that the report covers. This may not be the current year.

Report Type: Select the proper report type.

Click the “Create New Report” button to proceed.

OR

### To amend an **existing** report:

Select the report from the list to proceed.

## Enter the Report Information

After successfully selecting a report to be filed, you will proceed to the electronic Financial Report Summary form.

**Items 1., 2., 3. and 4.** are pre-filled based on the information on file with Bureau of Elections.

- If any of this information is out dated and needs to be updated, click on the “Registration Form” Button. This will open to an updateable PDF form. Complete and print the PDF. Sign and forward to the Bureau of Elections. Amendments to the Registration can be hand-written or typed.

**Item 5.** “Type of Report” is pre-filled with the type of report being filed.

- Mark the “Attach Itemized Expenditure Form” box if required to file the Itemized Expenditure Schedule with this Report. Not all filers must submit this portion of the form. When this box is marked, the form will expand to allow you to enter this information. If the box is not marked, the form is collapsed and does not allow you to enter information. Click here to determine if you need to check this box and file the Itemized Expenditure Form.
- Enter the termination date only if you intend to terminate the registrant listed in Item 1. The termination date is the date that you ceased lobbying activity in Michigan.

**Item 6.** “Description of Lobbying Activity (during this period)” is required. Select the “Yes” or “No” radio button based on the activity of the registrant for this period.

If “Yes” is selected, you must enter a description in the text box provided. To assist you, the most frequently used responses are provided in the box to the right. You may use as many of these descriptions as needed. To select the descriptions,

- Select the description and hit the arrow button or
- Double Click on the description or
- Hold the Control key down and select multiple descriptions and hit the arrow button.

You may also enter a description by typing into the box itself. Any combination will be accepted. The maximum number of characters allowed in the box is 255.

**Item 7.** “Expenditures by Category” enter the values for 7a, 7b, and 7c for this period. If you did not have any activity for the category, enter zero. The system will calculate the total for you in Item 7d. This calculated total can not be changed by typing in the box. To change the figure, the amounts in 7a, 7b and 7c must be changed.

<b>5. TYPE OF REPORT</b>	
2000 WINTER FINANCIAL REPORT <input type="checkbox"/> Attach Itemized Expenditures Form	
If this is a Termination of registration, please enter the effective date for termination. <input type="text"/> (mm/dd/yyyy)	
ENTERING A DATE IN THIS SECTION WILL TERMINATE THE REGISTRATION OF THE PERSON NAMED IN SECTION 1.	
<b>6. DESCRIPTION OF LOBBYING ACTIVITY (during this period)</b>	
Did the Registrant engage in lobbying activity during this period? <input checked="" type="radio"/> Yes <input type="radio"/> No	Select any Activity Types that apply, then click the arrow button. Hold down the Ctrl key to select multiple types.
If Yes, provide a brief description:	
<input type="text"/>	<div>Agriculture Airports Automotive Banking</div>
<b>7. EXPENDITURES BY CATEGORY</b>	
	THIS REPORTING PERIOD
7a. FOOD AND BEVERAGES FOR PUBLIC OFFICIALS	\$ <input type="text"/> 0.00
7b. MASS MAILINGS AND ADVERTISING	\$ <input type="text"/> 0.00
7c. ALL OTHER LOBBYING EXPENDITURES (INCLUDES PAYMENTS TO OTHER PERSONS FOR LOBBYING)	\$ <input type="text"/> 0.00
7d. TOTAL LOBBYING EXPENDITURE (Total Of 7a+7b+7c)	\$ <input type="text"/> 0.00

If you did not check the box in Item 5 for attaching the “Itemized Expenditures Form,” the form will be collapsed and you can proceed to Item 8.

If you checked the box in Item 5, for attaching the “Itemized Expenditures Form” will be available to enter the required information.

- Click on the type of transaction to enter, update or view a transaction.
- Enter the information for the transaction type. All fields are required.
- Hover your mouse over the description fields to display additional text in a window.
- Click the “Add More Expenditures Of This Type” Button when you need additional rows.
- Check the box to the far right and hit the “Delete Selected Expenditures” Button to delete a row.

### ITEMIZED EXPENDITURES BY CATEGORY

Click on the link below to view,add or update the itemized expenditures of particular category

TRANSACTIONS OF \$1,000.00 OR MORE WITH PUBLIC OFFICIALS, THEIR FAMILY MEMBERS OR BUSINESSES  
TRAVEL AND LODGING

### FOOD AND BEVERAGES EXPENDITURES FOR PUBLIC OFFICIALS

### GROUP FOOD AND BEVERAGES EXPENDITURES FOR PUBLIC OFFICIALS

Zoom function: Fields circled by this color can be double-clicked on for auto-fill help, and to expand the field for easier review.

Hover function: Depending on your browser, hovering your mouse over all long text fields may also expand the field contents.

**TRANSACTIONS OF \$1,000.00 OR MORE WITH PUBLIC OFFICIALS, THEIR FAMILY MEMBERS OR BUSINESSES**

[Add More Expenditures Of This Type](#)

Delete Selected Expenditures

#	OFFICE TITLE & OTHER PARTIES INVOLVED	PUBLIC OFFICIAL FIRST NAME	PUBLIC OFFICIAL LAST NAME	DESCRIPTION OF FINANCIAL TRANSACTION	DATE <i>(mm/dd/yyyy)</i>	AMOUNT	
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>

## ITEMIZED TRAVEL AND LODGING EXPENDITURES FOR PUBLIC OFFICIALS OVER \$650.00

[Add More Expenditures Of This Type](#)

Delete Selected Expenditures

A LOBBYIST OR LOBBYIST AGENT WHO DISCLOSES TRAVEL OR LODGING EXPENSES PROVIDED TO A STATE SENATOR OR REPRESENTATIVE UNDER THIS ITEM MUST ALSO SEND A DOCUMENT DETAILING THE EXPENDITURE TO THE AFFECTED STATE LEGISLATOR SIMULTANEOUSLY WITH THE FILING OF THE REPORT WITH THE SECRETARY OF STATE.

#	OFFICE TITLE	PUBLIC OFFICIAL FIRST NAME	PUBLIC OFFICIAL LAST NAME	DESCRIPTION OF ACTIVITY	DATE <i>(mm/dd/yyyy)</i>	AMOUNT	
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>

## ITEMIZED INDIVIDUAL FOOD AND BEVERAGE EXPENDITURES FOR PUBLIC OFFICIALS

[Add More Expenditures Of This Type](#)

Delete Selected Expenditures

#	OFFICE TITLE	PUBLIC OFFICIAL FIRST NAME	PUBLIC OFFICIAL LAST NAME	AMOUNT THIS PERIOD	AMOUNT YEAR TO DATE	
1						<input type="checkbox"/>
2						<input type="checkbox"/>
3						<input type="checkbox"/>

ITEMIZED GROUP FOOD AND BEVERAGE EXPENDITURES FOR PUBLIC OFFICIALS				
Add More Expenditures Of This Type			Delete Selected Expenditures	
#	DESCRIPTION BY CATEGORY OF PUBLIC OFFICIALS (INCLUDING TITLES OR OFFICES HELD)	NATURE OF EVENT	DATE (mm/dd/yyyy)	AMOUNT
1				
2				
3				

Double click on any Office Title and Descriptions fields to activate help function.

**Item 8.** “Employees” can be updated by submitting an amended Registration Form. Please click on the “Registration Form” Button. This will open a window to an updateable PDF form. Fill out and print the PDF form. Sign and forward to the Bureau of Elections. Amendments to the Registration can be hand-written or typed.

**Item 9.** “Verification” Read the verification statement and confirm or enter the name of the authorized signatory. Individuals must sign their own reports.

**8. EMPLOYEES**

Click [here](#) to access the form to amend employees:

**9. VERIFICATION :** I CERTIFY THAT ALL REASONABLE DILIGENCE WAS USED IN PREPARATION OF THE ABOVE FORM, AND THE CONTENTS ARE TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE.

TYPE OR PRINT THE NAME OF AUTHORIZED SIGNATORY\*

Submit

Help

Server Last Accessed on Thu Aug 25 16:59:20 EDT 2005  
Your server session will timeout in : 30 minutes from last server access time.  
Click [here](#) to keep your web session alive for another 1 Hour.

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Click the “Help” Button for on-screen help features.



Click the “Submit” Button when the form is ready to submit. This will allow you to proceed to a submission verification screen.


If there are any issues with the filing, the system will display a message indicating which items need to be corrected.

### Re-enter Password for Security

Password: Enter the password assigned to the registrant exactly as it was provided to you.


To go back to correct or double-check the form, click the “Return To Form” Button

To submit the report, click the “Submit Report” Button.



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SUBMIT LOBBY FINANCE REPORT: RE-ENTER PASSWORD FOR SECURITY	
Lobby Name :	Lobby Committee Name - Auto Filled
Lobby ID# :	002349
Password :	<input type="password"/>

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An online screen will appear to inform you that your filing has been received. A confirmation number is also displayed.




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Your filing has been successfully submitted to Bureau Of Elections.  
Your confirmation document sequence number is **000122**

A confirmation email has been sent to the box of **Email Address of Filer**

Thanks for using the web-based e-Lobby filing system.

[Return to Lobby Finance Login Page](#)

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An email message with a copy of the Report attached will be sent to the email address used in the Login process.